

# *City Manager's Office*

March 2016

To: City Council

From: City Manager

Re: Monthly Report

## **FINANCE DEPARTMENT**

### **New Commercial Business Licenses**

- **Neeser Construction Inc.**
  - 21928 Marine View Dr. S.
  - New Commercial: construction
- **Charlyne Coke ND, LAC, PLLC**
  - 22014 7th Ave. S. #102
  - New Commercial: new naturopathic doctor and acupuncturist

### **Major Tasks Completed During the Month**

- Finance staff attended software demonstrations by Munis and New World systems.
- Interviewed and filled vacant Staff Accountant position effective April 1.
- Presentation to the Marina Association Board of Directors of the Marina Funds 2015 financial information.
- Created new city wide report/presentation format for monthly financial report to City Council.
- Continued work on Comprehensive Annual Financial Report (CAFR).
- Started CAFR audit.

## MAJOR REVENUE TRENDS (CASH BASIS)

**2016 YTD Compared to 2015 YTD:**

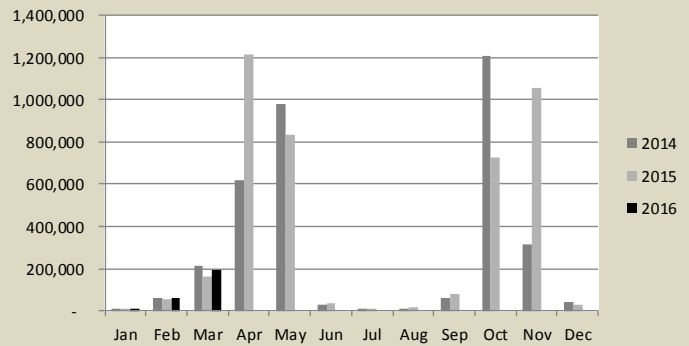
**41,457 18.6%**

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>% Mo Chg</u>
Jan	9,718	7,766	11,423	25.1%
Feb	62,078	55,462	57,840	11.9%
<b>Mar</b>	<b>192,691</b>	<b>159,802</b>	<b>215,499</b>	<b>20.6%</b>
Apr		1,214,531	615,905	
May		834,623	981,322	
Jun		34,134	26,089	
Jul		12,380	12,065	
Aug		15,762	7,950	
Sep		76,908	60,275	
Oct		723,002	1,207,885	
Nov		1,054,756	316,753	
Dec		29,206	40,485	
<b>Totals</b>	<b>264,487</b>	<b>4,218,332</b>	<b>3,553,491</b>	

**2016 YTD Compared to Annual Budget: 4,573,530 5.8%**

### PROPERTY TAXES

2016 Actual vs. 2015 Actual



**2016 YTD Compared to 2015 YTD:**

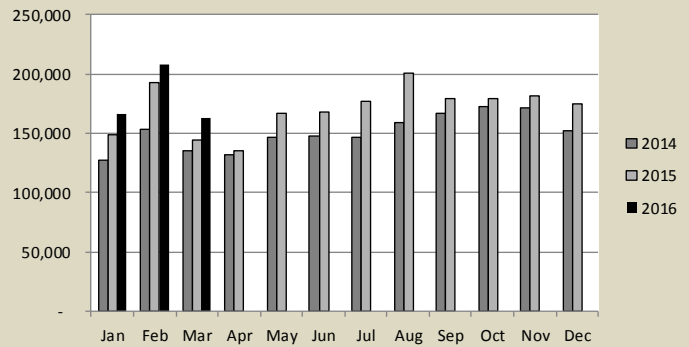
**50,867 10.5%**

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>% Mo Chg</u>
Jan	166,482	148,542	126,879	12.1%
Feb	207,580	192,640	153,733	7.8%
<b>Mar</b>	<b>162,512</b>	<b>144,525</b>	<b>134,800</b>	<b>12.4%</b>
Apr		135,180	132,043	
May		166,575	146,468	
Jun		167,671	147,711	
Jul		176,608	147,093	
Aug		200,510	159,385	
Sep		179,594	166,522	
Oct		178,690	171,951	
Nov		181,241	171,692	
Dec		174,869	152,640	
<b>Totals</b>	<b>536,574</b>	<b>2,046,645</b>	<b>1,810,917</b>	

**2016 YTD Compared to Annual Budget: 2,141,030 25.1%**

### SALES TAXES

2016 Actual vs 2015 Actual



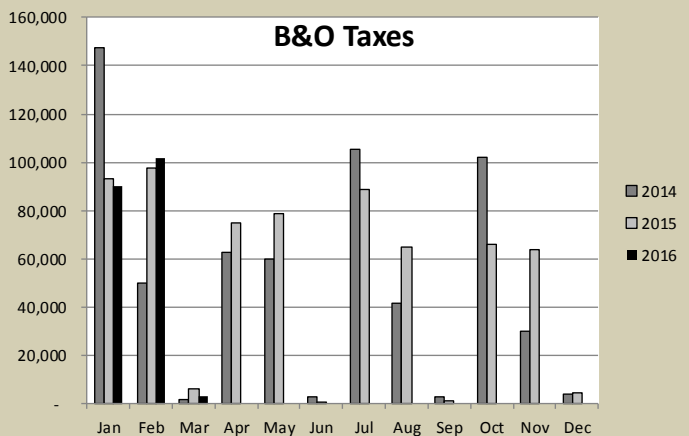
**2016 YTD Compared to 2015 YTD:**

**(2,399) -1.2%**

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>% Mo Chg</u>
Jan	89,942	93,389	147,677	-3.7%
Feb	101,825	97,788	49,873	4.1%
<b>Mar</b>	<b>3,106</b>	<b>6,095</b>	<b>1,493</b>	<b>-49.0%</b>
Apr		75,027	62,741	
May		78,927	59,921	
Jun		745	2,971	
Jul		88,597	105,554	
Aug		64,797	41,690	
Sep		1,192	2,890	
Oct		66,238	102,251	
Nov		63,614	30,155	
Dec		4,682	4,108	
<b>Totals</b>	<b>194,873</b>	<b>641,091</b>	<b>611,324</b>	

**2016 YTD Compared to Annual Budget: 640,000 30.4%**

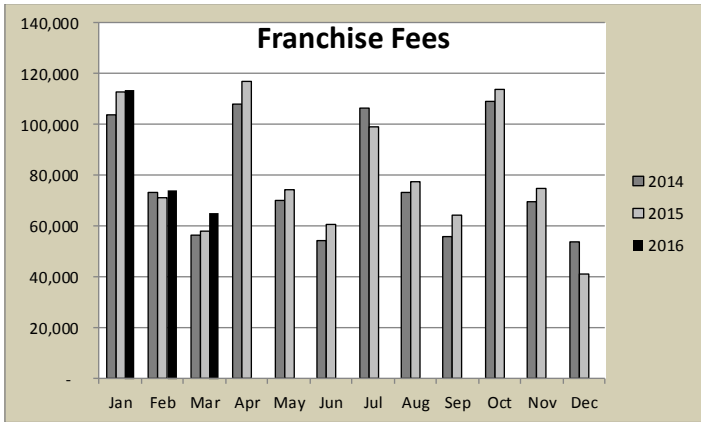
### B&O Taxes



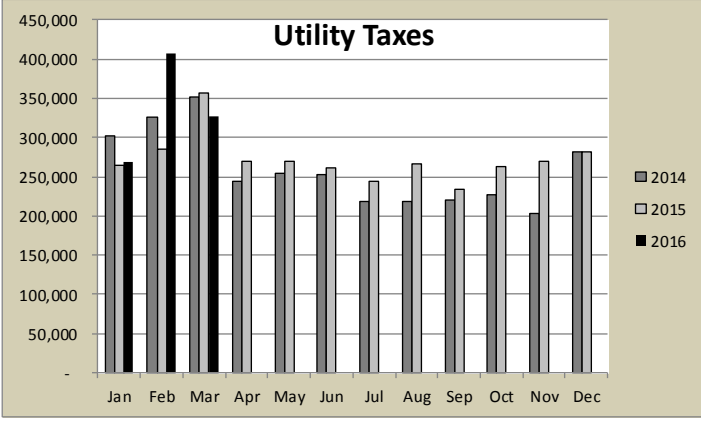
## MAJOR REVENUE TRENDS

(Cash Basis -Continued)

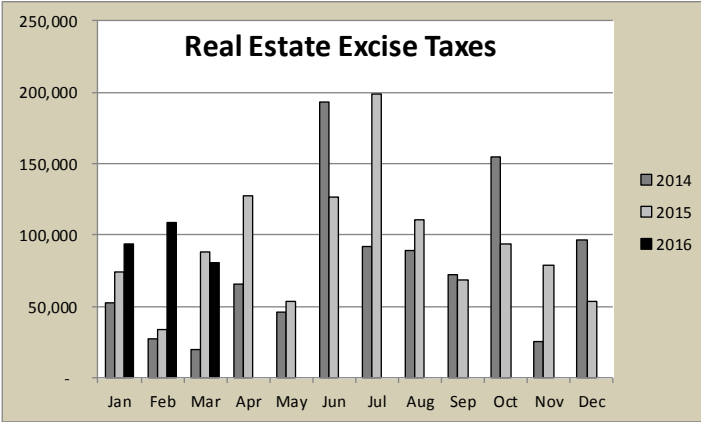
<b>2016 YTD Compared to 2015 YTD:</b>				<b>10,895</b>	<b>4.5%</b>
	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>% Mo Chg</b>	
Jan	113,463	112,750	104,055	0.6%	
Feb	73,834	71,075	73,165	3.9%	
<b>Mar</b>	<b>65,347</b>	<b>57,924</b>	<b>56,436</b>	<b>12.8%</b>	
Apr		116,879	108,097		
May		74,423	70,303		
Jun		60,470	54,540		
Jul		99,070	106,309		
Aug		77,663	73,166		
Sep		64,435	55,862		
Oct		113,761	109,105		
Nov		74,997	69,418		
Dec		40,908	53,544		
<b>Totals</b>	<b>252,644</b>	<b>964,355</b>	<b>934,000</b>		
<b>2016 YTD Compared to Annual Budget:</b>				<b>996,000</b>	<b>25.4%</b>



<b>2016 YTD Compared to 2015 YTD:</b>				<b>96,197</b>	<b>10.6%</b>
	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>% Mo Chg</b>	
Jan	268,749	264,911	302,063	1.4%	
Feb	406,379	284,340	326,082	42.9%	
<b>Mar</b>	<b>327,450</b>	<b>357,130</b>	<b>351,131</b>	<b>-8.3%</b>	
Apr		270,479	243,314		
May		269,809	254,925		
Jun		260,950	251,914		
Jul		243,353	217,888		
Aug		265,630	218,164		
Sep		233,833	219,620		
Oct		263,509	226,349		
Nov		269,275	203,122		
Dec		281,830	280,978		
<b>Totals</b>	<b>1,002,578</b>	<b>3,265,049</b>	<b>3,095,550</b>		
<b>2016 YTD Compared to Annual Budget:</b>				<b>3,722,352</b>	<b>26.9%</b>



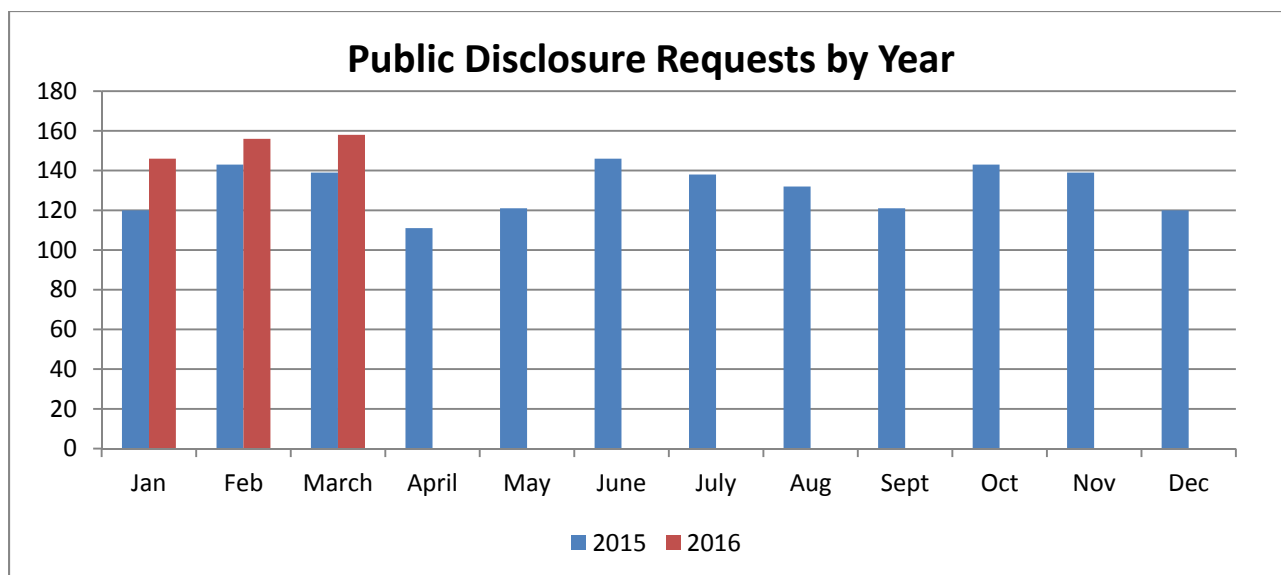
<b>2016 YTD Compared to Annual Budget:</b>				<b>87,399</b>	<b>44.5%</b>
	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>% Mo Chg</b>	
Jan	93,909	74,382	52,276	26.3%	
Feb	109,153	33,884	26,826	222.1%	
<b>Mar</b>	<b>80,623</b>	<b>88,020</b>	<b>19,742</b>	<b>-8.4%</b>	
Apr		127,450	66,103		
May		53,190	46,430		
Jun		127,038	193,059		
Jul		199,170	91,941		
Aug		110,322	88,753		
Sep		68,647	72,437		
Oct		93,478	154,557		
Nov		78,694	25,792		
Dec		53,220	96,222		
<b>Totals</b>	<b>283,685</b>	<b>1,107,495</b>	<b>934,138</b>		
<b>2016 YTD Compared to Annual Budget:</b>				<b>984,520</b>	<b>28.8%</b>



**GENERAL FUND MONTHLY REPORT**  
**REVENUES & EXPENDITURES**  
**MARCH**

		2016 Budget Annual	2016 Actual Year to Date	%	2015 Actual Annual	2015 Actual Year to Date	%
<b>REVENUES</b>							
310	Taxes	12,514,977	2,330,035	18.6%	11,732,376	2,062,923	17.6%
320	Licenses & Permits	2,597,670	739,383	28.5%	2,048,118	437,266	21.3%
330	Intergovernmental	642,875	166,537	25.9%	680,664	144,358	21.2%
340	Charges Goods/Services	3,308,986	832,152	25.1%	2,938,642	668,203	22.7%
350	Fines & Foreitures	221,350	48,557	21.9%	237,702	61,793	26.0%
360	Misc Revenues	481,800	91,015	18.9%	369,181	78,825	21.4%
380	Other Financing Sources	-			24,570	1,953	7.9%
	<b>TOTAL</b>	<b>19,767,658</b>	<b>4,207,679</b>	<b>21.3%</b>	<b>18,031,253</b>	<b>3,455,321</b>	<b>19.2%</b>
<b>EXPENDITURES</b>							
021	City Council	80,227	21,583	26.9%	65,728	15,903	24.2%
022	Muni Court	893,013	234,495	26.3%	954,950	235,740	24.7%
023	City Manager	1,553,576	325,066	20.9%	1,490,849	366,738	24.6%
024	Financial & Tech Services	1,638,355	365,892	22.3%	1,397,379	349,980	25.0%
026	Legal	590,111	144,293	24.5%	578,925	147,832	25.5%
030	Police	8,556,161	1,910,777	22.3%	7,578,932	1,839,074	24.3%
040	Plan, Bldg & PW Admin	3,578,116	873,505	24.4%	3,350,194	809,574	24.2%
045	Recr, Sr. Serv & Rentals	1,920,881	457,261	23.8%	1,903,281	451,976	23.7%
050	NonDepartmental	133,872	67,023	50.1%	121,877	71,973	
597	Transfers Out	286,440	3,740	1.3%	-		
	<b>TOTAL</b>	<b>19,230,752</b>	<b>4,403,635</b>	<b>22.9%</b>	<b>17,442,115</b>	<b>4,288,790</b>	<b>24.6%</b>
<b>REVENUES MORE THAN OR</b>							
	<b>(LESS THAN) EXPENDITURES</b>	<b>536,906</b>	<b>(195,956)</b>		<b>589,138</b>	<b>(833,469)</b>	

March is 3 months of 12 25.0%



## **LEGAL DEPARTMENT**

**Civil Matters:** To date this year, the Legal Department has opened 45 files for civil matters; primarily advisory work to assist the City's operating departments.

- After attempting to serve a Defendant in a nuisance abatement matter twenty times without success, the Legal Department filed with the Court a motion, declaration, and proposed order to authorize service via publication in order to proceed with the action. The Order for Service of Summons by Publication was signed by the judge on March 25, 2016, and the Legal Department shall proceed with the litigation schedule as ordered last December.
- The Legal Department continued working on nuisance properties, with the Assistant City Attorney representing the City in 2 municipal court hearings regarding nuisance properties in March.
- On March 17, 2016, WCIA attorneys participated in mediation with regards to a "slip and fall" accident on the Marina promenade that occurred on February 28, 2013. The mediation was scheduled in hopes of settling the case and closing the file. During the mediation, the matter was settled and the legal file has been closed.
- Legal staff is working with Planning, Building and Public Works Department staff on four draft ordinances to clean up a variety of small issues in our Zoning Code, several of which will require Council to provide policy direction. The Council's Finance and Economic Development Committee will review the list of issues and then suggest amendments to 40 sections in Titles 14, 17 and 18 DMMC at a future meeting.
- The Legal Department has been working on red light running photo enforcement issues and has researched the financial effects and safety of installing red-light cameras at Des Moines intersections. This matter was before the City Council on March 31, 2016 for consideration.

- The Legal Department continues to research legal issues surrounding the Wasson house in preparation for Council discussions.
- The City Attorney continued researching water and sewer franchises, and attended a March 16, 2016 meeting with local water and sewer Commissioners to review the City's proposed Draft Franchise Agreement.
- The Assistant City Attorney provided the Council Finance & Economic Committee with an update on current zoning and land use regulations for recreational marijuana and discussed potential options within Pacific Ridge area. The Committee recommended leaving the zoning regulations as currently written, but asked that Legal prepare a presentation for the entire Council.
- The City Attorney has been working with the Park, Recreation, and Senior Services Director on a draft ordinance regarding park impact fees to be presented to the Council's Municipal Facilities Committee at their April 28th meeting.

#### **Prosecuting Attorney:**

- **Des Moines:** The Prosecuting Attorney filed 210 infractions and citations in March 2016 for **Des Moines** and appeared at 297 criminal hearings. Also filed were 349 Midway and Woodmont Photo Enforcement infractions. The Prosecutor represented the City at 13 hearings involving infractions that were being opposed by private counsel, and 10 animal control hearings. Staff also responded to 12 infraction discovery requests.
- **Normandy Park:** The Prosecuting Attorney filed 68 infractions and citations in March 2016 for **Normandy Park** and appeared at 92 criminal hearings and one hearing involving an infraction that was being opposed by private counsel. Staff also responded to 2 infraction discovery requests for Normandy Park.

### **PARKS, RECREATION AND SENIOR SERVICES**

#### **Administration**

- Des Moines Beach Park Picnic Shelter and Restroom Rehabilitation: The Beach Park Picnic Shelter and Restroom Rehabilitation Project design is ready for permitting and Department of Archeology and Historic Preservation and King County Landmarks Commission architects' final review. Bidding is projected to start in May and the project is slated for completion in August 2016.
- Des Moines Arts Commission: Recently the Arts Commission went through their Jury process and elected to include 6 new pieces to the Art on Poverty Bay Sculpture Artist Program. There will be a follow-up meeting on April 12 regarding the final selection and placement of the sculptures. From the current Sculpture Gallery, the Arts Commission has purchased Expecting to Fly, a bronze sculpture by artist Leo Osborne which is at the Marina and the Des Moines Legacy Foundation has purchased the Tree of Life, a metal sculpture by artist Kris Vermeer which is at the entrance to the Activity Center. The Beach Concerts Series has been finalized for 2016 and will consist of 7 concerts Wednesday nights July 6<sup>th</sup> through August 17<sup>th</sup> 7pm to 8:30pm. Seattle Shakespeare has been contracted and will be performing at the Beach Park August 7<sup>th</sup> "Love's Labour's Lost" starting at 5pm. The Arts Commission will again collaborate with Destination Des Moines and Des Moines Sunset Market. The opening concert will be preceded by Destination Des Moines'

Community Barbeque that raises funds for Fireworks Over Des Moines and the opening of the Sunset Market at the Marina.

- The Seattle Symphony; The Seattle Symphony will partner with the Department on a special community concert on Sunday, October 23<sup>rd</sup> at 12pm at the Auditorium. The event is free to the public and is part of the Symphony's Community Outreach Program. Prior to the concert the Symphony will provide a hands on musical workshop. Staff is working with the Highline School District, Highline College, and Music for Life to engage youth artists and audience.
- Parkside Park Rehabilitation; The project to make park improvements including paving trails and updating the sports court and play equipment is funded by a CDBG grant in the amount of \$395,000. The Department of Ecology will provide additional funds for the removal and replacement of contaminated soil. The City was also awarded a \$25,000 King County Youth Sports Facilities Grant to provide funding for sports court renovations at the park. Recently, staff met with Department of Ecology, the LA Studio LLC the project landscape architects and King County to update the rehabilitation project responsibilities and time frame. We are currently working on designs and bids for the play or exercise equipment that will be covered by the grants mentioned above.
- Main Street Community Landmarks Survey; Staff in partnership with the Destination Des Moines Main Street Program has submitted a \$6,000 grant request to 4Culture for a project to survey community landmarks in along Marine View Drive and 7th Avenue South and alleyways between S. 220th and S. 226th (the Main Street emphasis area). If awarded, Artifacts Architectural Consulting would begin the work in May.



- Street Banner Program – New 2016 Design; To date we have filled all the key locations on Marine View Drive and added a couple more on 7<sup>th</sup> Avenue. The banners are paid for by local businesses through a \$200 sponsorship fee and include the sponsor's name. The banner design will continue with the theme established on South 216<sup>th</sup> and provide a sense of place as residents and tourists pass through the City. Annually the street banners are renewed for a fee of \$125.
- Memorial Bench Donation and Ball Park Banner Programs; About \$6,000 revenue collected in 2015 will be carried forward into 2016 to pay for the expenses of Bench Donation Program and the Ball Park Banner Sponsorship Program that will be incurred next year. Donors can also contribute to the Bench Program via the Des Moines Legacy Foundation.
- Civic Engagement – Volunteer Hours; In the 1<sup>st</sup> quarter of 2016, the Administration Department had 153.25 volunteer hours. A breakdown of hours include: Arts Commission 103, Sonju Community Garden 37.25, and 13 from individuals.
- Earth Day Event on April 23; In collaboration with the Friends of Des Moines Creek and the Friends of Daisy Sonju Garden, we will provide support for Earth Day work parties from 9 until noon on Saturday, April 23. Staff will work with our Volunteer Coordinators on projects to remove invasive Ivy along the Des Moines Creek Trail and to weed and prune the garden plots and the orchard at Sonju Park. Another project to clean up the landscape and sidewalk areas along Marine View Drive South in the Marina District and the roadway along S. 216<sup>th</sup> Street is sponsored by the Rotary Club of Des Moines and Normandy Park. Volunteers will be sought via the Spring City Currents, the City website, the Department's Facebook page, the Rec n Roll online Newsletter, email contacts, and the Waterland Blog.
- Des Moines Beach Park and Des Moines Creek Park Vegetation Management; Staff received approval of the requested SEPA, Critical Areas and Shoreline permit for an ongoing project to

remove invasive weeds in Des Moines Beach Park and Des Moines Creek Park. The work is critical to protect native trees and vegetation. The intent is that the City would then be able to remove invasive plants and restore native plants as resources and/or volunteer work parties are available to perform the work for many years to come.

### **Events and Facilities**

2016 booking pace is \$153,599. This does not include ancillary revenue for future months. This is just rent and ancillary revenue collected in the first 3 months of the year.

<b>March Revenue</b>	<b>2016 YTD Revenue</b>	<b>March Bookings</b>	<b>2016 YTD Bookings</b>	<b>2016 YTD Attendance</b>
\$18,949	\$23,892	6	88	16,450

### **Recreation and Sports**

<b>March Revenue</b>	<b>2016 YTD</b>	<b>2015 YTD</b>	<b>2015 Year End</b>
\$80,509	\$225,379	\$178,054	\$770,798

- Club KHAOS: The month of February brought many children to the Club KHAOS before and after school programs. Held at six local elementary schools, the before and after school program provides homework time, arts/crafts, positive social and physical interaction through 30 minutes of active play, mornings and afternoons, including a healthy snack. There are currently 339 children enrolled in Club KHAOS with more children signing up each week. The month of March saw 3,837 participations in the Club KHAOS before and after school programs, an increase of 30% over last year.
- Club KHAOS Break Camp: On March 11<sup>th</sup>, we had our only Break Camp of the month. 53 participants took part in camp; this is a 47% increase over last year.
- Spring Soccer: March saw the Beginning of our Youth Soccer League. More than 270 children from 5-4<sup>th</sup> grades forming 35 teams that practiced once a week and played games in Des Moines the last Saturday of the month. Once again we have teamed up with SeaTac United Soccer Organization to get a multi-city league established which will help offset some of our expenses by playing in other locations.
- Civic Engagement - Volunteer Hours: For the first quarter of 2016, we logged 1,091.5 volunteer hours from our youth coaches.



## Senior Services Activity Center Update

### Senior Center Statistics – March 2016

	2015	2016
Meals Served	776	958
Fee Program	706	432
Drop In	629	777
Civic Engagement – Volunteer Hours	505	537
Consultations (legal, footcare, fitness, shuttle, blood pressure, counseling, senior rights, etc.)	243	271
Revenue for March	\$7,606	\$7,586
Expenses for March	\$4,807	N/A

- St. Patrick's Day Celebration; Green beards, green hair and lots of green attire helped to celebrate our annual St. Patrick's Day meal on Thursday, March 17<sup>th</sup>. Sixty-Five guests enjoyed an excellent meal of corn beef, potatoes, carrots, soda biscuits, and dessert.
- Mariners Spring Training Trip; For the second year in a row, our center sent seven travelers for the Mariners Spring training in Arizona. Happy Mariner fans returned with signed baseballs, sunburns, and lots of good baseball stories. The center generated revenue for its programs and services with this trip.
- Human Services Advisory Committee; The committee met Thursday, March 31st, 4:30pm at the Activity Center. Committee members present were Judi Armer, Patricio Mendoza, Alex Szabo and newly appointed committee member Carolina Lucero. The committee agenda included selection of the 2016 committee chair person ( Alex Szabo), approval of the February 26th meeting minutes, welcoming new committee members, committee liaison reports, agency presentation dates to city council and access to and use of the share1app for 2017/8 human services applications. The next committee meeting will be Thursday, May 26th, 4:30pm at the Activity Center.
- Senior Services Advisory Committee; The committee met Thursday, March 31st, 2:30pm at Activity Center. Committee members present were Jeanne Serrill, John McEvoy, Dorothy Smith, and Dr. Barbara Reid. The committee agenda included approval of the February 18th meeting minutes and review of the 2016 committee goals with a report on each goal:
  - Support Take Back Your Meds program
  - Encourage connections for good nutrition for older adults in our community
  - (Healthy Aging) Mental and Cognitive Health and Older Adults
  - Communicate with Elected Officials

Staff requested that the committee study the senior newsletter for comments, suggestions and ideas for programs and services. There was a long discussion on the frustrating process many seniors,

staff, and adult children must go through to access important senior services such as home help and transportation. How can we help as a senior center besides referrals? The next committee meeting is Thursday, May 26th, 2:30pm at the Activity Center.

### **POLICE DEPARTMENT**

- The Department conducted 3 Coffee With a Cop events this month. The first was at Highline Community College, one at Wesley Gardens, and one was at Safeway South. This year's events are showing a real increase in participation.
- Continued participation in Reading Buddies Program. Which is a collaboration between Midway Elementary School & Wesley Homes. Volunteers are brought in on a weekly basis to read and provide mentorship to elementary school children. On March 2<sup>nd</sup>, members of the Department participated in Read Across America. Officers and civilian personnel went to local elementary schools.
- The Department took part in emphasis patrols and the online King County Target Zero Task Force's 5 to Stay Alive campaign. Promoting public safety through public service announcements asking drivers to make wise choices behind the wheel and avoid the 5 biggest threats to drivers, texting, impairment, distraction, and speed.
- Officers have begun foot patrol in Wooton Park and tried to educate people early in the season that the park closes at dusk.
- MACO Magnuson attended an Easter Egg Hunt at Wesley Gardens, sponsored by Guide Dogs for the Blind- the Easter eggs were "beeping" so that visually-impaired children could find them. There were Guide Dogs and puppies in training there.



	March-15	March-16	Monthly % DIFFERENCE	YTD 2015	YTD 2016	YTD % DIFFERENCE
Homicide	0	0	0%	0	2**	200%
Sex Offenses	4	4	0%	7	13	86%
Robbery	3	2	-33%	15	6	-60%
Assaults*	19	15	-21%	52	50	-4%
Burglary	15	12	-20%	38	39	3%

Larceny*	54	50	-7%	156	154	-1%
MV Accidents	26	31	19%	82	90	10%
MV Thefts	24	25	4%	61	79	30%
Arson	0	0	0%	1	1	0%
Moving Violations	336	252	-25%	1,024	818	-20%
Photo Enforcement	331	404	22%	863	942	9%
Officers Assaulted	0	0	0%	0	1	100%
Adult Arrest	18	11	-39%	69	44	-36%
Juvenile Arrest	4	0	-400%	6	3	-50%
Calls For Service	1,522	1,454	-4%	4,331	4,126	-5%

\*Assault and Larceny category include all reported felony and misdemeanor crimes.

\*\*YTD number of homicides adjusted to account for case classified as a death investigation in February, which has now been switched over to a homicide investigation.

## **MARINA**

### **ADMINISTRATION**

- Moorage Occupancy Report: At the end of March the total occupancy for the in-water slips was 84% and the total occupancy rate for the dry sheds and the storage yard was 93%. The overall occupancy rate ticked up a percentage point, which is what the staff expects for this time of the year.

# OCCUPANCY / VACANCY REPORT

As of MAR.1, 2016

OPEN													
LENGTH	20	24	28	30	32	36	40	50	45-50	48-54	58-62	90	TOTAL
TOTAL SLIPS	9	47	102	0	20	26	37	15	1	2	3	1	263
VACANT SLIPS	3	13	8	0	0	0	1	0	0	0	0	0	25
NUMBER													
OCCUPIED	6	34	94	0	20	26	36	15	1	2	3	1	237
OCCUPANCY (%)	67%	72%	92%		100%	100%	97%	100%	100%	100%	100%	100%	90%
COVERED													
LENGTH	20	24	28	30	32	36	40	50					
TOTAL SLIPS	29	141	157	7	50	39	26	11					460
VACANT	1	44	57	0	0	1	0	0					103
NUMBER													
OCCUPIED	28	97	100	7	50	38	26	11					357
OCCUPANCY (%)	97%	69%	64%	100%	100%	97%	100%	100%					78%
TOTAL OCCUPANCY													82%
DRY SHEDS													
TOTAL SHEDS		74											
VACANT		3											
NUMBER													
OCCUPIED		71											
OCCUPANCY		96%											
STORAGE YARD													
TOTAL SPACES		32											
VACANT		3											
NUMBER													
OCCUPIED		29											
OCCUPANCY		91%											
TOTAL OCCUPANCY													94%

- Capital Projects; In March the Marina signed a contract with a local roofing company to replace the roof on the tenant restroom. The staff also selected a contractor to replace the high-voltage electric distribution lines between the boat yard and D Dock. The staff expects to have the contract signed in April and the work done before June 1<sup>st</sup>.
- Pay Parking; The staff worked with BST Associates to complete the Des Moines Marina Parking Revenue Estimate that was presented to the Municipal Facilities Committee on March 8th.

## MARINA SERVICES

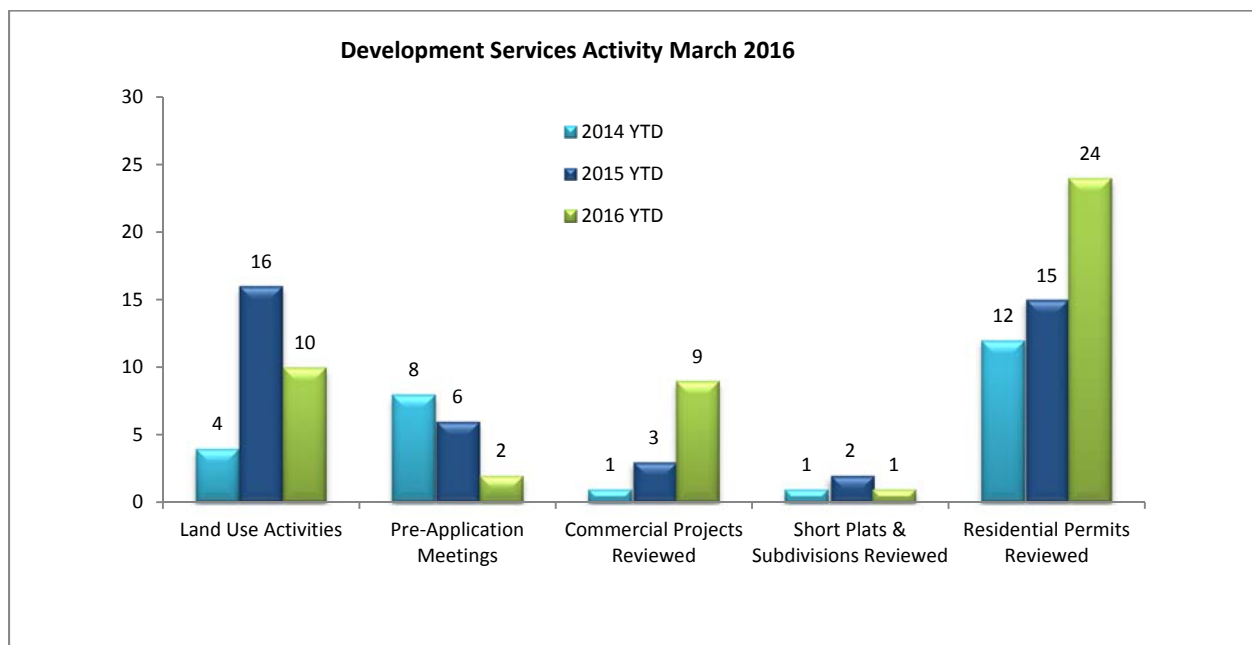
- The weather turned better late in March and fuel sales picked up. Sales in March were up by almost 50% compared to March of last year, helping to make up for slow sales in January and February. Guest moorage revenues were up a little compared to last year and the Marina hosted two large club visits in March.

## MARINA MAINTENANCE

- The Maintenance staff continued working on replacing all of the potable water lines on the docks. As of the end of March, all but three of the docks were done. The staff continued painting trusses in the covered moorages and they did another large bulkhead repair along the north bulkhead. They also completed the remodel of the men's side of the Office restrooms and plan to complete the women's side before the season starts.

## **PLANNING, BUILDING AND PUBLIC WORKS**

### Planning and Development Services Division



### Commercial Scale Projects Pending Review/Approval

- Des Moines Creek Business Park/FAA Master Plan, S 216th St/24th Ave S, LUA2015-0059: Master Plan and Preliminary Short Plat submitted 8/14/15. On 1/21/16, City Council held a public hearing and approved Resolution 1322 thereby approving the 2<sup>nd</sup> Addendum to the Restated and Amended Second Development Agreement between the City and the Port of Seattle and amending the DMCBP Master Plan. An application for rough grading on the site was submitted on 12/31/15. Civil plans and short plat revisions submitted on 2/9/16. Comments due to Planning 3/4/16 and 2/23/16 respectively. On 2/24/16, staff met with Applicant on conceptual building and site design and design review submittal requirements. A pre-construction meeting for the rough grading of the site was held on 4/6/16.

- Des Moines Theater, 22325 Marine View Dr. S, LUA2015-0054: Applicant submitted design revisions on 3/11/16. Staff comments sent on 3/25/16. Staff continues to work with applicant regarding the design review resubmittal.
- Seascape, 22607 Marine View Dr. S, LUA2015-0053: Design review comments sent 1/8/16. Staff continues to work with applicant regarding the design review resubmittal.
- 800 Townhomes, 800 281st St, 5/2/14, LUA2014-0015: Staff is coordinating with the applicant to continue with the short subdivision application for townhouse development. Project is under construction.
- Des Moines Apartments, 223XX 7th Ave S, LUA2015-0002: Staff continues to work with applicant to address parking comments and applicant questions. Applicant submitted design review revisions on 3/18/16. Staff comments sent on 4/7/16.
- Woodmont Recovery Campus, 26915 Pacific Highway S, LUA2014-0038: On 4/10/2016, the Applicant (Valley Cities) withdrew the Conditional Use Permit Application, and all associated permit applications for design review and building permits for the project. Reporting on this item will cease.
- Highline Place, 23609 Pacific Highway South, LUA2015-0006: Applicant is in the process of redesigning the project and is expected to resubmit plans in late February or early March 2016. On 4/6/16, Applicant submitted materials for a second pre-application meeting.
- WaterView Crossing (DEVCO), Pacific Highway S and S 220<sup>th</sup> Street, LUA2015-0013: Design Review Approval issued on 3/25/16.
- Wesley Homes Master Plan, 815 S 216<sup>th</sup> Street, LUA2015-0035: Applicant submitted civil and grading plans on 1/11/16 and design review application on 2/26/16. Notice of Complete Application issued on 3/17/16. Comments due to Planning on 4/15/16.

#### Subdivisions Pending Review/Approval

- Warren 4 Lot Short Plat, 900 S 242<sup>nd</sup> St, 5/7/15: Preliminary plat approval issued 1/14/16. Civil plans routed for review on 3/15/16. Comments due to Planning on 3/31/15.
- Shoopman 4 lot Short Plat, 2414 S 222<sup>nd</sup> St, 5/26/15: Preliminary plat approved on 11/17/15. Civil plan review submitted 2/1/16. Notice of Incomplete Application sent 2/4/16. Revisions/clarifications and fees received. Comments sent to applicant on 3/31/16.
- The Pinnacles 22 lot Modified Subdivision, S 232<sup>nd</sup> and 14<sup>th</sup> Ave S, 6/10/15, LUA2015-0030: Civil plans submitted on 10/23/15. Review comments sent on 12/7/15. Resubmittal received 12/24/15. Civil plans approved 3/1/16. Pending posting of bond to issue under Grading Permit.
- Breckenridge 7 lot Short Plat, 25316 22<sup>nd</sup> Ave S, LUA2015-0039, 7/16/15: Seven lot short plat with a cul-de-sac. Application submitted on 7/16/15. Review comments sent 10/21/15. Additional information and lot line adjustment application received 12/22/15. Comments sent to applicant on 2/11/16.

#### Land Division Requests with Approvals, Pending Construction

- Highline View Estates, 21 lot PUD, 21xx S 240<sup>th</sup> St 9/01/06: Clearing of significant vegetation and rough grading of site is underway. Revisions to stormwater and transportation plans approved 12/10/15.

- Blueberry Lane, 62 lot PUD, 196xx Des Moines Memorial Drive: Council consideration of final plat is on hold pending resolution of an adverse possession claim.

#### Shoreline and Critical Area Projects Pending Review/Approval

- Im, 6/25/10, LUA2012-0023: On 3/24/16 city staff, city consultant, Applicant, and Department of Ecology conducted a site visit and follow-up meeting to discuss Ecology's questions. Staff continues to work with the Applicant and the city's consultant to address outstanding issues pending Ecology's approval.
- Saltwater State Park Buoy Maintenance, LUA2016-0005: Application submitted on 02/25/16 for land use review and shoreline exemption. Application was deemed complete on 04/10/16.
- Des Moines Beach Park and Des Moines Creek Trail Vegetation Management Plan, LUA2016-0006: Application submitted on 03/09/16 for review and approval of a Vegetation Management Plan to perform ongoing vegetation management within designated environmentally critical areas and shoreline areas in order to remove English Ivy and other non-native noxious, and invasive plant species. A Combined SEPA Categorical Exemption, Environmentally Sensitive Areas Development Exception and Shoreline Permit Exemption Determination was issued on 03/31/16.

#### Pre-Application Meetings:

- Markwell Arcade, PA2016-0002: Pre-app meeting scheduled for 04/06/16. Proposal is for new all-ages arcade at 22306 Marine View Dr. There are issues with parking and possibly serving alcohol.
- Karis Bikini Barista Stand, PA2016-0003: Pre-app meeting is scheduled for 03/28/16. Proposal is for bikini barista stand in parking lot at 22002 Pac Hwy S.

#### City Services, Project Management and Coordination

- Beach Park Vegetation Management Plan: Staff is working with the Parks Department to establish a vegetation management plan for the removal of invasive plant species within the Beach Park.
- Solid Waste/Recycling:
  - The Spring Residential Recycling Event was held at the Marina on 3/19/16. 463 carloads of recyclable materials totaling over 39 tons were received. These items included scrap metal, appliances, styrofoam, bulky wood, reusable household goods, used motor oil, tires, batteries, cardboard and mattresses. Reports and reimbursement requests to the three grant agencies have been submitted.
  - The Recology CleanScapes Curbside Collection Event was held the week of 3/21/16. Single family residential customers were able to place up to three additional 32-gallon containers of garbage at the curb on their collection day. Tonnage reports indicate that an additional 3.5 tons was collected over the previous week's amount.

- Staff attended the 3/11/16 Metropolitan Solid Waste Management Advisory Committee meeting. The agenda included updates state legislation, demand management at transfer stations, transfer station recycling, special waste, and food waste prevention. A 50<sup>th</sup> Anniversary event will be held at the Cedar Hills Landfill on 4/23/16.

#### Business Licenses and Minor Home Repair

- Business Licenses: There were a total of 99 new and renewed business licenses processed in March including 61 renewals and 38 new licenses, totaling \$11,570.00. Of the 99 total business licenses processed, 24 were done online. Delinquency fees went into effect on February 14 for in-city licenses that have not been renewed.
- Minor Home Repair: In March, one project was completed. This project included weatherization of the front door and windows, replacing caulk in the bathtub, replacement of a shower seal, bath fan switch, and a towel rod, as well as treating mildew in a closet. There are five people on the waiting list.

#### Planning Projects

- Pacific Ridge Commercial (PR-C) Zone: Per Council direction, Consultant Grant Fredricks prepared the Council Agenda and draft ordinance to amend Footnote 50 of DMMC 18.52.010B, Permitted Uses Commercial Use Chart and eliminate inconsistencies and confusion with chapter 18.135.060 (1) (d) DMMC. On 11/24/15, Staff sent the notice of intent to adopt and request for expedited review to the Washington State Department of Commerce and expedited review was granted on 12/9/15. On 3/10/16, Council will hold a public hearing to consider the proposed amendments (Draft Ordinance No. 15-176).
- Essential Public Facilities Noticing Requirements: During the fall of 2015, the Des Moines City Council directed staff to develop an Ordinance to establish specific noticing requirements for EPFs, with the intent to provide broader noticing for certain types of EPFs. On December 17, 2015 the City Council adopted Resolution 1320, setting a public hearing date on 1/11/16 to consider Draft Ordinance 15-206 related to noticing requirements for EPFs. At the January 14, 2016 Council Finance and Economic Development Committee (F&EDC) meeting, the Planning, Building and Public Works Director discussed the importance of addressing the siting of EPFs in a more holistic manner. The purpose is to enable the City Council to revisit our current regulations and expand upon and/or clarify the review criteria and decision processes. The Committee was supportive of this recommendation, and asked for further information and update at their next meeting; therefore, the public hearing must be continued. Staff conducted research and on the permitting criteria and processes in other jurisdictions for discussion with the F&EDC. A draft ordinance was discussed at the 3/10/16 Committee meeting. Commerce notice sent on 3/11/16. Staff incorporated F&EDC changes for discussion at the 4/14/16 meeting. Staff is preparing a SEPA checklist for review/approval in April.
- Critical Areas Ordinance/Shoreline Master Program/Frequently Flooded Areas Code Amendments: Updates to the Washington Department of Ecology (Ecology) wetland classification and rating system and the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRMs) and designations have necessitated code updates for



City regulations for wetlands, shorelines and frequently flooded areas. On 10/21/15 the City's consultant prepared a Gap Analysis and recommended code amendments to comply with these regulatory changes. Staff discussed proposed amendments with the Council Environment Committee on 2/18/16 and received direction to prepare a draft ordinance. The City's consultant prepared the draft ordinance, SEPA checklist and Department of Commerce noticing. Commerce 60-day notice sent on 3/10/16. SEPA Notice issued on 4/6/16, public comment period ends on 4/21/16 and appeal period ends on 5/2/16. A public hearing is scheduled for 5/12/16.

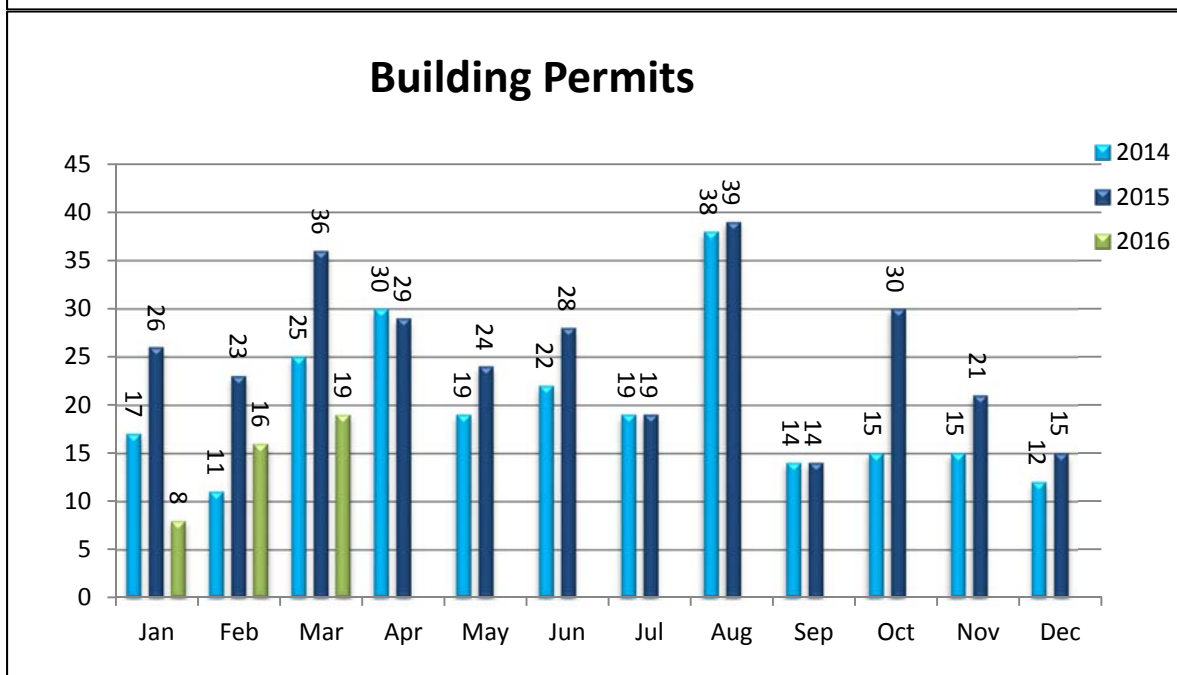
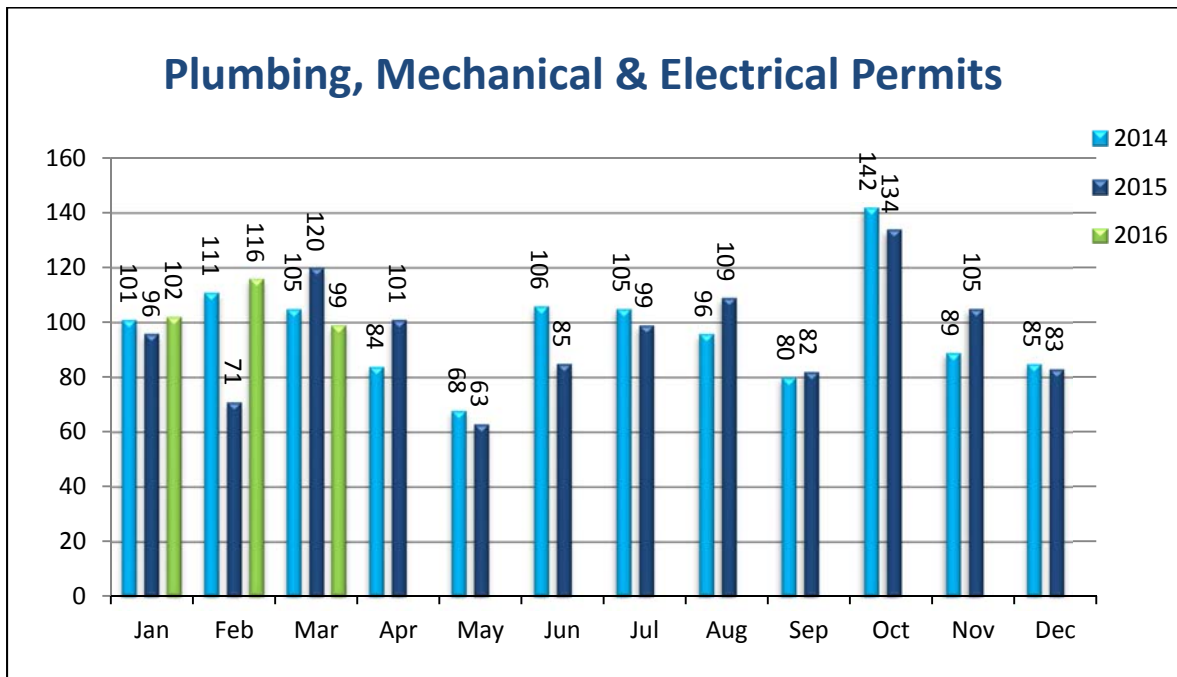
## Sound Transit

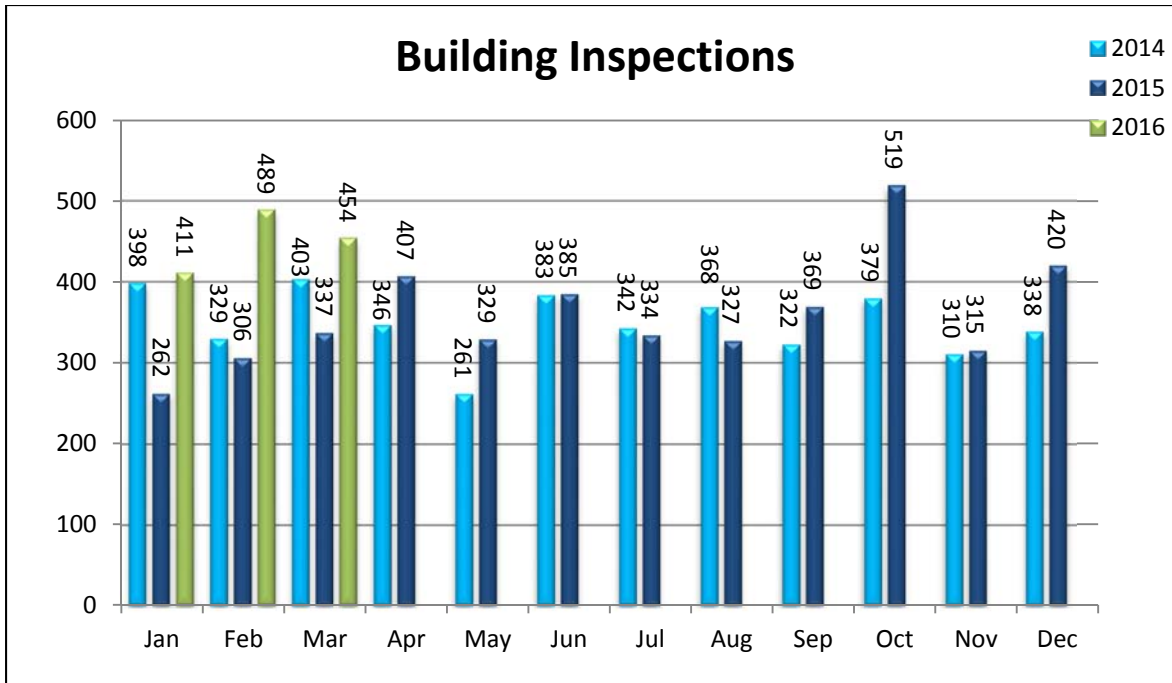
- Staff and Consultant (Grant Fredricks) attended the Sound Transit's Interagency Working Group meeting. Staff continues to coordinate with the Cities of Kent, SeaTac and Federal Way and Highline College to discuss issues and opportunities associated with potential light rail alignment and station locations. Staff continues to meet with Sound Transit staff and consultants to discuss the Highline College Station Area and S 236<sup>th</sup> Lane improvements. Discussions continue about the possibility of establishing a Memorandum of Understanding between the Cities of Kent and Des Moines to re-commit to working together as partners to transform the Midway community into a sustainable urban area that supports a diversity of housing types, enhances commercial development and optimizes its geographic location, wide range of transportation options, educational institutions, and views by further refining, clarifying and memorializing the development details of the greater FWLE Midway Highline Station area, and advocating on each other's behalf for the other party's interests. On 1/28/16, the PBPW Director provided a draft MOU to the City of Kent for consideration and input. Staff attended meetings with Sound Transit on 2/8/16, 2/22/16, 3/8/16 and 4/5/16 related to the project design and station area planning.

## Building Division

- In March, the Building Division issued 114 permits: 15 Building permits and 99 Electrical, Mechanical and Plumbing permits. The Department received \$398,019 in revenue and processed \$651,083 in total City receipts. Building Division's portion of PBPW revenues for this period was 74.5% (\$296,738), the Planning Division's portion was 8.8% (\$34,567), and the Engineering Division's portion was 16.7% (\$66,714). As is the normal now, there are several approved permits and revisions waiting for "pick-up." Activity related to commercial and residential projects and Tenant Improvements projects is picking up on all levels.
- During March 2016 Permit Staff issued 39 online permits out of a total of 114 BLD permits (Building, Electrical, Mechanical and Plumbing). The online permits are limited to over-the-counter (OTC) residential permits that do not require plan review. There were 93 total non-plan review permits (OTC and online) issued in March. That means online permits represented 34% of all permits during March and 42% of all non-plan review permits in March.

- Year-to-date, 356 total BLD permits have been issued. The total non-plan review permits issued is 288. 128 total online permits make up 36% of all permits and 44% of all over-the-counter permits.





- Adriana Mixed Use Project, 22525 7th Ave S: This large scale building project began on February 5. The land clearing and grading permit, along with the shoring permit have been issued. The site work, excavation, and shoring work are all progressing in a timely fashion.
- Des Moines Creek Business Park, 2341 208<sup>th</sup> Street: Phase I of the development begins with three warehouse type buildings. Building 1-A is a 146,425 square foot structure valued at \$8.7 million; Building 1-B is a 144,375 square foot structure valued at \$8.1 million; and Building 1-C is a 233,400 square foot structure valued at \$13 million.

Tenant improvements are well underway for portions of all three buildings. The various permits (electrical, plumbing, mechanical, fire sprinkler and alarm, etc.) continue to come in at a brisk pace. In Building 1-A, a company called Meiko has been issued a Certificate of Occupancy for the northerly most section. In Building 1-B, Greencore has now received all permits for the Tenant Improvement and is making substantial progress. Building 1-C has landed K-2 Skis as the main tenant taking up the majority of that building. The warehouse section of that TI is well underway, and the research and development portion of the TI has begun in earnest.



Pictured to the left is a partial view of the “Greencore” Tenant Improvement underway in Building 1-B. The picture to the right represents what is Phase III in the Business Park. This is the section of land between the northerly three warehouses and the FAA building site. Two very large warehouses are about to come in for permits for this section of land.

- SeaMar Medical Office Building & Family Housing Project, 24215 Pacific Hwy S; This large scale multi-building project has received a Temporary Certificate of Occupancy while a few items are being completed. The civil improvement work in the City of Kent’s Rights-Of-Way is also nearing completion.

## Code Enforcement Division

Due to 2016 budget constraints and shortfalls, the Code Enforcement Officer Position has been eliminated, effective December 31, 2015. The result of this budget cut is that there will be a significant reduction in the level of service that the City is able to provide related on Code Enforcement issues. At this point in time, only fire and life safety issues will be addressed.

## Engineering Services Division

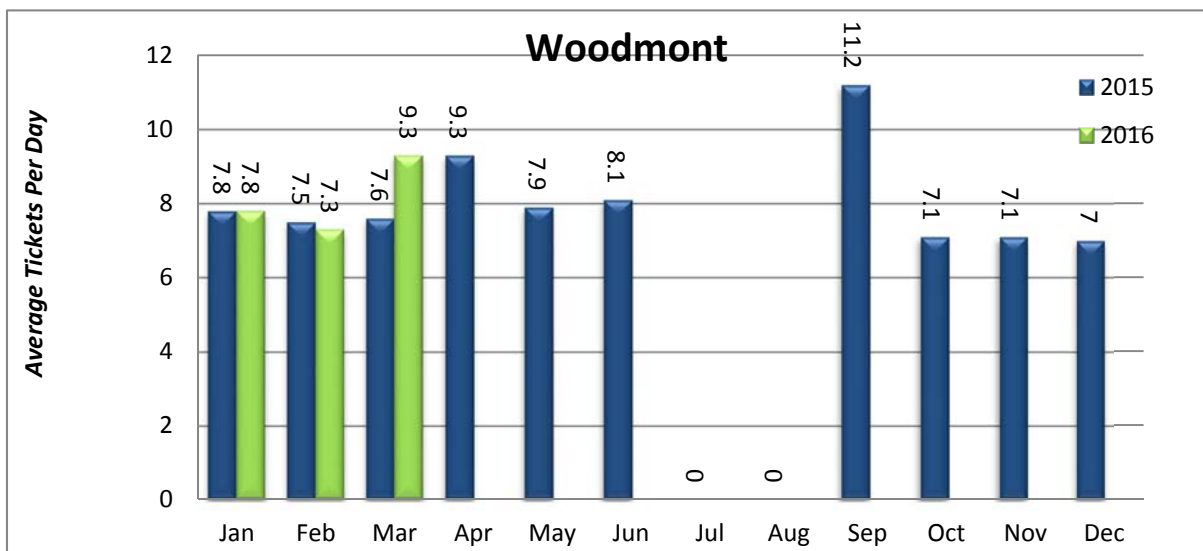
### Emerging Issues

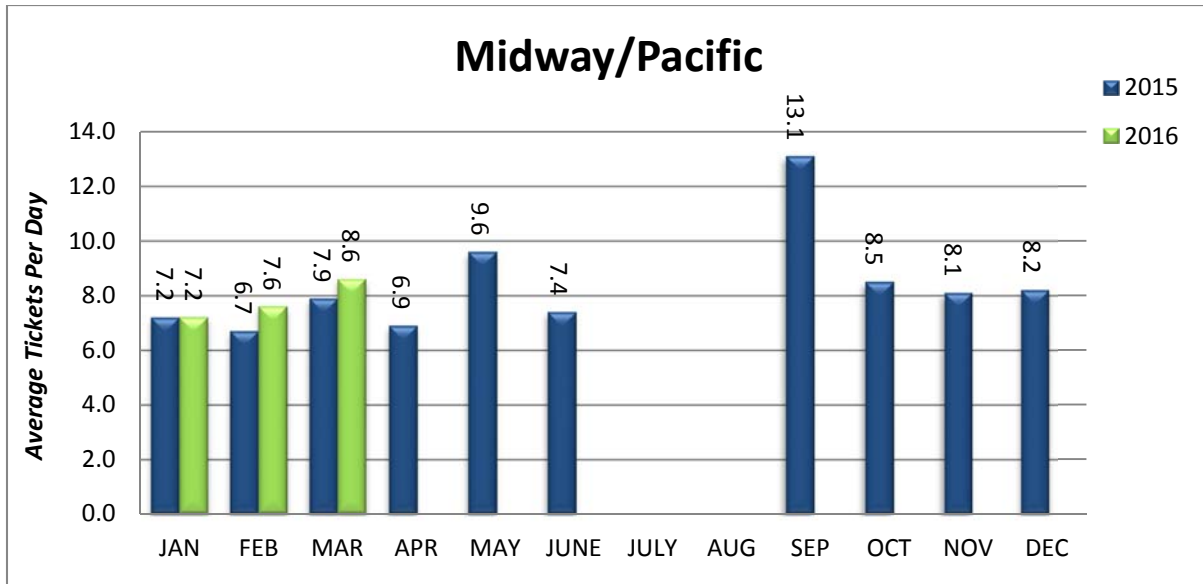
South 251st Street Landslide; The City declared an emergency after a heavy rainfall on October 31, 2015 for South 251st Street and entered into contract with Scarsella Bros. Inc. and KPG Inc. to perform interim mitigation until such time when a permanent fix can be permitted and constructed. A temporary storm drainage outfall has been constructed to mitigate discharge adjacent to the retaining wall. City staff is coordinating efforts with KPG Inc. to begin permanent permitting and design efforts. A Task Order Assignment for KPG and Budget Amendment for the permanent repair work was scheduled for the April 7 Council meeting.



### Traffic Engineering and Operations

- Traffic Calming: Staff received a traffic calming/speed reduction request for 5<sup>th</sup> Ave South near South 222<sup>nd</sup> Street. Staff implemented some initial measures in October and is currently evaluating the effectiveness of the signs and rpms installed.



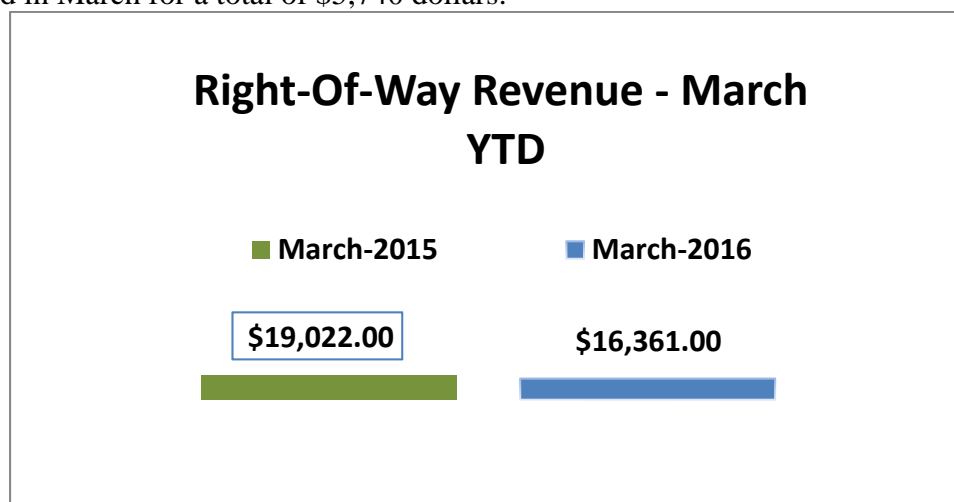


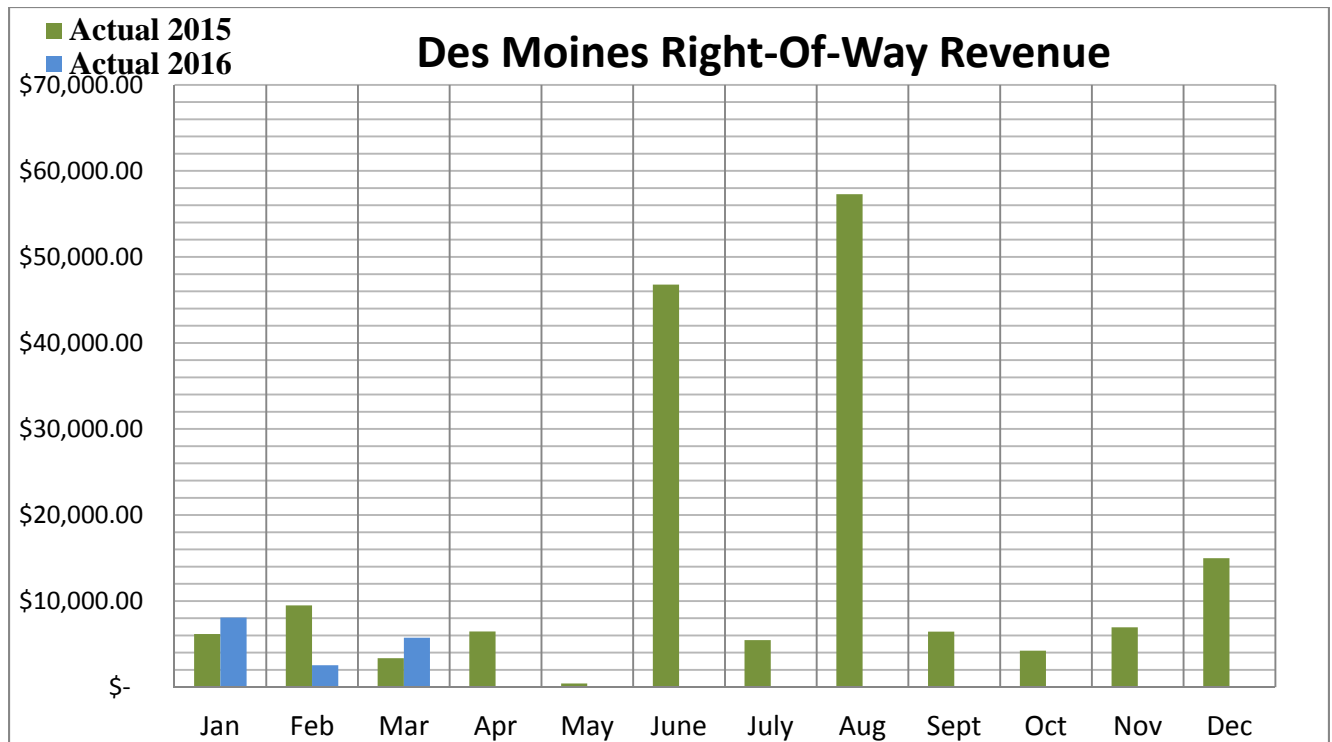
#### School Safety

- 24th Avenue S in front of Midway Elementary School and Pacific Middle School completed its first year with Automated Speed Enforcement. Staff will be closely watching infraction trends in year two of the program.
- For March 2016, Woodmont Elementary averaged 9.3 tickets daily compared to 7.6 for the same period in 2015. Midway/Pacific averaged 8.6 tickets daily slightly up from the average of 7.9 for the same time period in 2015.

#### Civil Engineering Services

- Right-of-Way Use Permits and Inspections: Thirteen (13) Right-of-Way permits were processed in March for a total of \$5,740 dollars.





- Multi-Year On-Call Consultant – Task Order Tracking:
  - Following is a summary of the On-Call Engineering Services task order assignments for 2016 through 2017:

Consultant	City Mgr	Council	Authorized	Spent
KPG		1	\$95,700	
Parametrix		1	\$90,005	
Fehr & Peers				
ESA				
Tetra Tech		1	\$183,048	
Blueline Group				
BergerAbam				
Kpff				
HDR				

ExelTech				
AMEC Environment & Infrastructure, Inc.		1	\$3,300	

## Surface Water Management (SWM) Division

- Illicit Discharge Detection and Elimination (IDDE); Residents are directed to call 206.870.6869 to report discharges or spills. Residents may also call the after-hours hotline at 206.550.5612 or the Police non-emergency number at 206.878.3301 during times that City Hall is closed. During the month of March there were eight spill responses to report, with a total of eighteen for the year.
- To meet the permit requirement for IDDE, the field screening program is continuing in 2016. The goal for 2016 is to have roughly 13% of the City screened to be on track for NPDES permit compliance. Areas that have been noted as potential fecal coliform hot spots will be field screened first in order to help the shellfish in Poverty Bay. A total of 46 basins have been field screened in 2016.

## NPDES Permit Activity

- The annual report and the SWMP have both been updated and submitted to the Department of Ecology before the March 31st deadline. These documents are now required to be updated on the City's website by May 31st.
- The Department of Ecology has announced that NPDES permit audits will begin this year for phase II permittees. They will be rolling out audits by region and in groups, the first jurisdiction to receive audits this year is the City of New Castle. The City of Des Moines will be working to prepare for these audits and provide the appropriate staff training.



## Low Impact Development (LID) Code Integration Project

Recent NPDES stormwater requirements issued by the Department of Ecology require that by December 31, 2016 municipalities integrate stormwater LID principals and best management practices into local codes and ordinances. Over the next several months, staff will be reviewing our regulations and standards to identify ways to best integrate LID into our codes, ordinances, policies, processes and standards to comply with the new requirements. A Task Assignment with Parametrix for assisting with this effort was scheduled for the March 10 Council meeting.



## Capital & Facility Projects

### Transportation CIP

- Redondo Boardwalk: Construction has commenced on the boardwalk with the contractor Stellar J Corporation. Current activities include boardwalk demolition, pile encapsulation, and concrete boring for deck anchors. Concrete deck and cross beam pre-casting is also taking place and arrival of the sections should be on site late spring.
- Pavement Management Program: The City has solicited for a Request for Proposal for a Citywide Pavement Management Condition Inventory to assess the current condition of roadway assets. This inventory will also provide strategic guidance to inform street overlay selection in efforts to increase the City's overall condition rating.
- Transportation Gateway Project:



S. 216<sup>th</sup> Street under construction - looking west, 4/26/16

- S 216<sup>th</sup> St Segment 1-A (24<sup>th</sup> Avenue S to SR99): Under a contract approved by the City, SCI Infrastructure, LLC, is progressing with roadway work on schedule. The right of way has been cleared. Undergrounding of utilities in a joint trench is underway. Utility work, and installation of the main storm drainage system, should be complete by the end of May. In June, it is anticipated that curbs, gutters and sidewalk will be poured on the north side as well as pulverizing the roadway, grading and laying down the first layer of asphalt to create new temporary travel lanes. The contractor will then switch traffic and pedestrians to the northern portion of the roadway allowing construction of curbs, gutters, sidewalks, etc. on the south side. Variable message signs continue to announce that the traveling public should expect delays and there may be occasional night and weekend work. The contractor is working with a construction schedule to have the project substantially complete, including final paving, by November, 2016.
- 24<sup>th</sup> Avenue South (S 216<sup>th</sup> St to S 208<sup>th</sup> St): Project management review by WSDOT (FHWA grant requirement) has been Re-scheduled for the spring of 2016, after the final pay estimate has been processed. The City of SeaTac advertised the northerly extension of 24<sup>th</sup>/28<sup>th</sup> Avenue S to S 200<sup>th</sup> Street, opened bids and is expected to award a contract in May with construction beginning this summer.
- South 224<sup>th</sup> Street Sidewalk Improvements: Staff is planning to utilize existing Pacific Ridge Neighborhood Improvement funds along with Pacific Ridge Mitigation funds from various projects, including the Four Pointes Hotel by Sheraton, to begin design improvements. The majority of the design efforts will take place in early 2016.
- South 268<sup>th</sup> Street Sidewalks: Staff was notified in June that our project application was awarded for funding by FHWA through their Highway Safety Improvement Program (HSIP). Staff has begun the paperwork process to obligate design funds with the State.
- Barnes Creek Trail: The City and Consultant, KPG, have completed 30% design. The City is currently coordinating efforts with WSDOT to determine environmental permitting needs to complete 60% design and future bid documents. Additionally, the City will be preparing a PSRC grant application for STP/CMAQ construction funds due early May.

#### Surface Water Management CIP

- Lower Massey Creek Channel Modification Project: The construction contract has been awarded to Reed Trucking and Excavation. A pre-construction meeting is scheduled for early April with construction scheduled for summer 2016.
- Barnes Creek/Kent-Des Moines Road Culvert Replacement Project: Staff has contacted Tetra Tech Engineers to prepare a scope of work for doing the project design.

#### Municipal Capital Improvements

- Picnic Shelter/Restroom Rehabilitation: Design consultant (David A. Clark Architects) is currently working on the design. Staff met with both State and County Historic Preservation reps recently to discuss windows. Good news – we do not have to restore the windows (like the Dining Hall project). Bad news – they want wood windows with true divided light. The

consultant is working on finding us the most cost-effective solution. Current schedule shows bidding in April, with completion in August.

- Parkside Park Renovation: Design consultant (The LA Studio LLC) has been chosen, and a fee of \$48,000 has been agreed upon for the design and construction administration services. As soon as contracts are in-place, design will begin. Current schedule shows bidding in May, with completion in October. Working with Ecology on contaminated soils remediation.
- Field House Tennis Court: To be done later this year during good weather.

#### Facilities

- Public Works Service Center Repairs to the Upper Wall CMU Joints: City staff will be doing this work now that the building has been re-painted. This project will remove the old failing grout and install some new flashing to redirect rain away from the joints. All project materials were purchased and delivered to the Service Center prior to the end of 2015. Work will be completed as weather permits.
- Field House Roof: Working on compiling scope of work for bidding purposes. During roof investigation, it was determined that the roof decking is only skip sheathing, with insufficient attic ventilation. We will have to add ½" CDX plywood over the entire roof to prepare a proper roof deck upon which to install the new roofing materials (the additional plywood weight will not pose any sort of structural issues). The new ventilation (attic louver vents on both ends of the building) will need to be cleared with King County Historic Preservation. If we don't add proper ventilation, the new roof will not last as long as it should. Current cost estimate inclusive of new plywood and City permits is \$115,700; within the approved budget amount of \$120,000. As soon as we receive the recommended ventilation louver sizes from the architect, we can begin dialogue with King County.
- Council Chambers Lighting: This project was recommended by the contractor that installed the new video recording system, because with the new HD technology; we now have less than optimal broadcasts and recording. Staff recommends keeping this project in the 2016 work program contingent upon the actual cost of the completed Field House Roofing Project.

#### Public Works & Parks Maintenance Division

- The IT department upgraded the computer system on the camera truck. This upgrade will allow up to date video storage, a faster operating system and will tie directly into CityWorks to streamline the inspection/work order process. We will be doing the training in early March.
- We purchased the Freeance mobile app for CityWorks in February and it is being used in the field for the basin inspections. It has been a huge help in speeding up the process and there will be other function adding to it in the coming months.

#### Surface Water Management (SWM)

- Catch Basin (CB) Maintenance: No catch basins were cleaned this month the total for the year is currently at 0.

- Inspections: The 2016 pond inspections forms are being updated and the process will begin in June due to the work load from the 2015 inspections. Started the Basin inspection program in the middle of the month with the new I-Pads and we have completed about 250 inspections.
- Ditch and Pond Maintenance: The crews have been working on the 2015 pond inspection work order list. They have completed several large work orders including sediment work at the Underwood Pond, 268<sup>th</sup> and Pacific Highway, and 220<sup>th</sup> and 25<sup>th</sup> Street ponds.



- Utility Locates: 85 utility locate services were completed during February for a total of 256 for 2016.

#### Transportation (Streets/Traffic)

- Signage: 20 signs were repaired and 5 work orders completed.
- Pothole/Sinkhole Repair: 25 potholes repaired City-wide.
- Street Maintenance: Completed 13 work orders.
- Roadside Maintenance: Repaired several gravel shoulder issues City-wide.
- Other Work: Started some guardrail maintenance and spraying, picked up three 10-yard dump loads of trash and garbage in the Pacific Ridge area.

#### Parks

- Park Rounds: Regular rounds and maintenance operations at City parks and buildings grounds.
- Sports Fields: Continuing preseason field work at the Fieldhouse and Underwood.
- Parks Maintenance: Started weekly mowing and trimming.





- Management of Contracted Park and Streetscape Maintenance: Inspected contracted work performed at parks and building grounds; noted above satisfactory performance at all locations.



- Turned on drinking fountains.
- Removed two downed trees across from Des Moines Creek trail.
- Continued pressure washing benches, table, signs, trash cans, play equipment and walkways city-wide.
- Applied fertilizer to the Fieldhouse and Underwood fields.

#### Facilities

Routine Maintenance: Performed general maintenance and repair tasks that included HVAC, plumbing, electrical and lock repair at multiple facilities throughout the City.

- Management of Contracted Vendor Services: Monitored, coordinated and inspected contracted maintenance services which include pest control, security alarms, sprinkler systems and HVAC maintenance.
- Other Maintenance: Repaired Underwood security light issues, looking at changing out the Underwood restroom outside lighting with LED lights.

#### Fleet

Routine “In-House” Services: In March, performed 27 maintenance events that included: changing oil and filters, brake and tire services, routine vehicle and equipment services and safety inspections.

- Interviewing for the Assistant Mechanic/SWM Maintenance Worker position.
- Finished two complete brake jobs on two of the PD’s Tahoes

